

LEANDER PUBLIC LIBRARY PATRON POLICIES

The Leander Public Library respects the privacy of patrons. Information that is gathered from patrons is limited to that which is needed to operate the library and is kept confidential. The Library does not keep records of items checked out once the items have been returned and any fines due are paid. Nor does the library monitor or retain patrons' Internet usage. The Library abides by Texas Government Code 552.124.

YOUR LIBRARY CARD IS REQUIRED TO CHECK ITEMS OUT, USE THE COMPUTERS, AND PRINT FROM THE COMPUTERS.

Information required to obtain a library card includes accurate and current name, address, and phone number. For adults, age 16 and older, one form of official photo identification, such as driver's license, must be presented at the time of application. New residents whose current address is not shown on the photo identification must also present a document with current address, such as a phone or utility bill. For children 15 and younger, parents/guardians must provide their information and are considered the responsible party for their children's library materials and any fines that accrue. Patrons must inform the Library of any changes in contact information. Patrons who do not live within the Leander city limits must pay an annual non-resident fee of \$15.00 for an individual card and \$25.00 for a non-resident family card. Cards must be renewed annually and patron contact information verified. Children's cards must be renewed by the responsible party.

Either a family card or an individual card will be issued and can be used only by the individual(s) to which it is issued. Should there be a change in the status of the individual (such as a family whose children want their own cards or related individuals who want a family card), the change will be noted in the patron's account and any applicable fees will be assessed.

Patrons wanting only to use the public access computers can be issued a computer card by showing photo identification. Computer cards are provided free of charge. Computers automatically shut down 15 minutes before closing.

Should a patron forget his or her library or computer card, the patron may request their library card number by showing photo identification. After three requests, the patron must purchase a replacement card. Replacement library and computer cards are provided at a cost of \$2.00.

A patron 16 years of age or older who has had a Leander Public Library card for at least one month and whose account is in good standing (no fines or overdue items) may request a TexShare card which can be used to check out items at most other Texas libraries. TexShare cards are only issued to the responsible party of a non-resident family. TexShare patrons must abide by all policies of the lending library. TexShare cards, as with library cards, must be renewed annually. A patron with a TexShare card from another library can get a free Leander Public Library card by showing the TexShare card and photo identification with current address. TexShare patrons must return books checked out at Leander Public Library to Leander Public Library or they may be charged late or lost fees. TexShare patrons may not request interlibrary loans.

Patrons are expected to use library materials in the manner that is intended and appropriate. Patrons may not write or otherwise mark in or on library materials. Abuse or damage of any Library materials will require full restitution and may lead to termination of all Library privileges and/or criminal charges. All barcodes, spine labels, dust jackets, or any other identifying labels must remain on/with Library materials. Library materials returned without labels or jackets will result in a \$1.00 fine per missing piece. All items checked out at the Leander Public Library must be returned to the Leander Public Library. Items returned to another library may be considered lost and the patron will be required to pay for the item(s) and associated processing fees.

Receipt of a Leander Public Library card signifies agreement to the following:

- Four books and two media items may be checked out on the first visit to the library.
- Up to 35 books may be checked out per card afterwards.
- Videos and DVDs are limited to two (2) each per check out. Music CDs and audiobooks are limited to five (5) per check out.
- The Library is not responsible for any damage to patrons' audio-visual equipment that may occur during use of library materials.
- Fines for videos and DVDs: 50¢ per day; fines for other items: 10¢ per day. Parents/guardians are responsible for children's Library materials. Maximum fine for returned items is \$5.00. Unpaid fines may result in loss of Library privileges. Items more than 45 days overdue will be considered lost.
- Patrons will be charged a fine up to the replacement cost of any item that has been damaged, defaced, or lost plus a \$6 processing fee.
- Total fines of \$10.00 or more on all associated accounts must be paid before other items may be checked out.
- All fines must be paid and any overdue items must be returned to renew library cards.
- Falsifying information will result in termination of privileges.

**The Library's catalog can be accessed online at www.leander.lib.tx.us
Patrons may check their accounts by calling 512-616-2969**

Patron Borrowing Privileges and Responsibilities:

- ◆ New books are checked out for 14 days and may not be renewed. Books, audiobooks, and music CDs are checked out for 21 days and may be renewed twice. DVDs are checked out for 14 days and may not be renewed. Library materials may be renewed in person, by phone, through our website, or email if the materials are not on reserve for another person.
- ◆ All identifying labels must remain on/with Library materials. Library items may not be written on or otherwise marked in any way. Patrons returning items that have been marked on or are missing book jackets, barcodes, spine labels, RFID tags, or other identifying labels will be subject to a \$1.00 fine per missing piece.
- ◆ Patrons should notify library staff immediately if they find an item is damaged or missing parts when checking out or using items. Failure to do so before returning items to the library may result in the patron being charged for the damaged or missing items.
- ◆ Patrons can request an interlibrary loan for items not contained in the Library's collection for a charge of \$2.50 per title/volume to cover processing costs. Interlibrary loans are checked out for 21 days and may not be renewed.
- ◆ Patrons owing fines of \$10.00 or more will not be allowed to check out additional materials or use computers until fines have been paid.
- ◆ Patrons will be charged the replacement cost of any unreturned or damaged items plus a \$6 processing fee. Items not returned within 6 months of the due date are considered lost.
- ◆ Patrons should not re-shelve materials used in the Library. These materials should be left on a table or at the circulation desk.

Patron Phone Usage:

The Library phone is used to conduct business and is provided as a courtesy for our Library patrons. Patrons should limit their calls to three minutes or less. Library staff reserves the right to limit or deny phone usage. Cell phone conversations should be taken outside the library so as not to disturb other patrons.

Patron Fax Usage:

The fax machine is available for public use at a cost of \$1.00/15-page fax to each local phone number. Faxing long distance costs \$3.00 for the first page and \$1.00 per additional page. The charge for an incoming is \$1.00/10 pages. Please ask staff for assistance.

Patron Copier Usage:

A copier is available for public use at a cost of \$.15 per black and white copy and \$.50 per color copy. Violation of copyright is not permitted.

Patron Internet Computer Usage:

- Patrons must read and accept the Internet Access Policy agreement before using the Internet computers. Parents must read and agree to the Internet Access Policy for their children. Children under age 8 must use the Internet with a parent.
- Printing from public access computers is \$.15 (fifteen cents) per page for black and white copies and \$.50 (fifty cents) for color copies. All pages printed must be paid for regardless of content; therefore, we highly recommend that patrons ***use the print preview feature to avoid printing unwanted pages. Please verify the type of print you want (color or black and white) prior to sending a document to the printer.*** Printed materials will not be released to patrons until all fees are paid. To pay for computer print outs, patrons must use their library cards to which money has been loaded. Coins (no pennies or dollars), \$1 and \$5 bills are accepted.
- Disruptive patrons will be asked to discontinue any inappropriate behavior or activities or they will be logged off the computer for 24 hours. Continued inappropriate behavior will result in termination of privileges.
- Day passes for computer usage can be issued to library visitors who previously have not been issued library cards. Driver's license or other government issued picture ID must be presented to receive a day pass. Day passes will not be issued to patrons with current Leander Public Library accounts.
- Usage is limited to three 90-minute sessions and one 90-minute session if others are waiting to use the computers. Computers automatically shut down 15 minutes before closing.

Patron Safety:

- PARENTS MAY NOT LEAVE CHILDREN UNDER THE AGE OF EIGHT (8) UNATTENDED AT ANY TIME OR ANYWHERE IN THE LIBRARY OR ON LIBRARY PROPERTY. Children may not run in the library or climb on bookshelves, tables or equipment. Parents will be asked to control children or leave the library. When with children, parents who want to use computers should use those in the children's area.
- Disruptive patrons will be asked to discontinue any inappropriate behavior or activities or they must leave the library. Police will be called if necessary.
- Drinks and light snacks are allowed in the Library
- In case of emergency, all patrons must follow the instructions of the Library staff.

These policies will be enforced without exception.